

HOWE TOWNSHIP
Forest County
Organization and Regular Meeting
January 6, 2014
5:00 PM

ADMINISTRATION PRESENT.

Supervisors:

Robert A. Summers, Chairman
Frank W. Polovich, Vice Chairman
Robert E. Shaffer

Secretary/Treasurer/Code Enforcement:

Marjorie E. Villarreal

The meeting was called to order and the Pledge of Allegiance recited. Guests present were Kay and Stan O'Rourke.

TEMPORARY SECRETARY.

A motion made by Summers and seconded by Polovich was passed unanimously to appoint Marjorie Villarreal as the temporary Secretary.

TEMPORARY CHAIRMAN.

A motion made by Polovich and seconded by Shaffer was passed unanimously to appoint Robert Summers as the temporary Chairman.

CHAIRMAN.

A motion made by Polovich and seconded by Shaffer was passed unanimously to appoint Robert Summers as the Chairman.

VICE CHAIRMAN.

A motion made by Summers and seconded by Shaffer was passed unanimously to appoint Frank Polovich as the Vice Chairman.

SECRETARY/TREASURER AND CODE ENFORCEMENT OFFICER.

A motion made by Summers and seconded by Shaffer was passed unanimously to appoint Marjorie Villarreal as the Secretary/Treasurer and Code Enforcement Officer with hourly wages of \$14.80 and 120 hours of paid vacation.

ROADMASTER.

A motion made by Polovich and seconded by Shaffer was passed unanimously to appoint Robert Summers as the Roadmaster.

ROAD WORKER.

A motion made by Summers and seconded by Shaffer was passed unanimously to appoint Robert E. Clever to Roadworker and pay him \$16.05 per hour with 120 hours of paid vacation.

VACATION, SICK TIME AND HOLIDAY PAY.

A motion made by Shaffer and seconded by Polovich was passed unanimously for the Secretary and Roadworker to get paid vacations and sick time per Resolutions 04-2 and 04-5 and holidays paid per motions of the Board of Supervisors on 12/17/04 and 3/9/05.

APPOINTMENT OF CPA.

A motion made by Summers and seconded by Polovich was passed unanimously to appoint May & Company to be the CPA to audit the financial reports ending December 31, 2013 and adopt CPA Resolution 14-1.

SOLICITOR.

A motion made by Polovich and seconded by Shaffer was passed unanimously to appoint Stapleford & Byham, LLC as Solicitor and to pay Andrea Stapleford and Chris Byham the rate of \$95.00 per hour and their mileage rate at the federal rate by signing their Municipal Engagement letter.

ENGINEER.

A motion made by Summers and seconded by Shaffer was passed unanimously to appoint Mark Corey & Associates as the Township Engineer.

SEWAGE ENFORCEMENT.

A motion made by Summers and seconded by Shaffer was passed unanimously to appoint Todd Fantaskey as Sewage Enforcement Officer and Nick Melnick as Alternate Sewage Enforcement Officer, with their SEO 2014 Fee Schedule without Reimbursement.

VACANCY BOARD CHAIRMAN.

A motion made by Summers and seconded by Shaffer was passed unanimously to appoint Stan O'Rourke as the Vacancy Board Chairman.

DEPOSITORIES, TREASURER'S BOND AND MILLAGE.

A motion made by Summers and seconded by Shaffer was passed unanimously for Northwest Savings Bank, PLGIT and INVEST to be the depositories for Township funds, Treasurers bond at \$360,000.00 and Real Estate Taxes at 5 mills.

PUBLIC COMMENT.

Kay O'Rourke told the Secretary she would like a copy of the Personnel Resolutions to look at during her Auditors Organization Meeting. She told the Supervisors they needed to all take the current NIMS training. She asked if Sarah Brunner, Township EMC had taken all of the courses. Summers told the Secretary to put Emergency Management and the courses that need to be taken on the next agenda.

ORGANIZATION MEETING ADJOURNMENT.

Summers adjourned the meeting at 5:10 PM and immediately opened the Regular Meeting.

EXECUTIVE SESSION.

Chairman Summers announced they had just held an Executive Session for litigation.

SETTLEMENT AGREEMENT AND MUTUAL RELEASE OF CLAIMS.

A motion made by Summers and seconded by Polovich was passed unanimously to not sign the bridge Settlement Agreement and Mutual Release of Claims until after the letter from Doug Carlson was discussed with Township Solicitor Stapleford.

DECEMBER 11, 2013 REGULAR MEETING MINUTES.

A motion made by Summers and seconded by Polovich was passed unanimously to approve the December 11, 2013 Regular Meeting minutes.

DECEMBER TREASURER'S REPORT.

A motion made by Polovich and seconded by Shaffer was passed unanimously to approve the December 2013 Treasurer's Report.

ROADMASTER REPORT.

Bob Summers, Roadmaster, said the Roadcrew has spent the previous month plowing and cindering the township roads because of the weather. He said heavier springs have been installed on the F550 truck and he ordered the new plow from Zook Motors. He said Dunkles Garage will look at the International truck to make the repairs it needs. He said because of the current weather the antiskid will be frozen tomorrow. Summers said, also because of the weather, they have had to remove trees that have fallen on the roads. He said they have had to remove trees from the state roads too.

A motion made by Shaffer and seconded by Polovich was passed unanimously to approve the Roadmaster's Report.

CODE ENFORCEMENT OFFICER REPORT.

Marjorie Villarreal, Code Enforcement Officer, said she permitted Shell Appalachia for over weight vehicles for a year on T371 Job Corps Road and T358 Beaver Meadows Road.

CODE ENFORCEMENT OFFICER REPORT CONTINUED.

Villarreal said she also permitted Bradford Forest to continue to use T371 Job Corps Road with overweight vehicles for another three months. She said this year the road permits brought in \$3000.00 more than real estate taxes. The Supervisors discussed limiting the number of road permit each company could give out after a new traffic study is completed. Summers explained the Road Occupancy permit on T368 Cooper Tract Road and what PGE is doing there. Villarreal explained what was happening with the nonpayment of Local Services Taxes by the company that now owns Abraxas. The Supervisors questioned the calculations used to pay the school districts share of LST and asked if the Secretary could collect the taxes instead of the Forest County Tax Office.

APPROPRIATION RESOLUTION 14-2.

A motion made by Summers and seconded by Polovich was passed unanimously to adopt Resolution 14-2 Appropriation Funding for a Blizzard 8611 Powerplow, undercarriage, joystick controller, lightbar and complete installation on the Ford 550 for \$7210.00.

KAISER IMAGES COMPUTER SERVICES.

A motion made by Polovich and seconded by Shaffer was passed unanimously that the township can use Kaiser Images for ten computer service calls at \$25.00 an hour and for the township web page at \$15.00 per month or \$25.00 an hour for any major changes.

COMPUTER GURU.

A motion made by Summers and seconded by Shaffer was passed unanimously to hire the "Computer Guru" Terry Dreihaup to rewire the office computer properly for \$120.00.

BILLS TO PAY.

A motion made by Shaffer and seconded by Polovich was passed unanimously to approve the bills to pay.

MAIL, TELEPHONE AND E-MAIL CORRESPONDENCE.

Villarreal said the township received a letter from Sheffield Township Supervisors with all of the fire and emergency calls from 2012 for Howe Township.

PUBLIC COMMENT.

Kay O'Rourke told the Supervisors that one of them and not Bob Summers, Supervisor/Roadmaster, needed to sign payroll each week. She said she will not be asking for free copies of township business before each monthly meeting.

ADJOURNMENT.

Summers adjourned the meeting at 6:20 PM.

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Respectfully submitted,

Marjorie E. Villarreal
Secretary/Treasurer/Code Enforcement Officer

APPROVED